



View an ACR Activity Report

To view a CIRA record, complete the following steps:

1. Click the **Reports** tab.
2. Click **Check Processing Reports** and click **ACR Activity Report**. The *ACR Activity Report* page appears.
3. Enter the search criteria you would like to view.
 - Enter the **From** and **To** ACR Settlement range



Application Tip

The maximum date range for the **From** and **To ACR (Adjustment, Correction, and Rescission) Settlement** range is 90 days.

- Select a **Report Type**



Application Tip

Report Type options include **Credit/Debit - ACR**, **Credit - ACR**, and **Debit - ACR**.

- Select an **ACR Type**



Application Tip

Search ACR Transaction options include **All ACR**, **Adjustment**, **Correction**, and **Rescission**.

- Select an **ACR Reason Code**



Application Tip

ACR Reason Code options include **Duplicate Transaction Processed**, **Non-Cash Item**, **Transaction Amount Correction**, **Representment**, **Warranty Indemnity Claim**, **Voucher Date Change**, **Voucher Number Correction**, **Account Switch**, **Transaction Account Switch**, and **ACH Reversal**.

- Enter an **ACR Voucher Number**

**Application Tip**

The maximum numeric characters value for **ACR Voucher Number** is six.

5. Click an OTC Endpoint to initiate the report. The report appears in a new window.

**Application Tip**

Additional buttons on the page that help you perform other tasks:

- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.